

NEOGOV; Reviewing Applications & Scoring Applicants

Logging on

1. Access NeoGov online at login.neogov.com
 1. Click on **Sign in** to begin
 2. Login with username and password emailed to you from NeoGov
 3. Be sure the OHC button is selected in the dropdown menu in the upper left-hand corner (Insight is for Human Resources only)

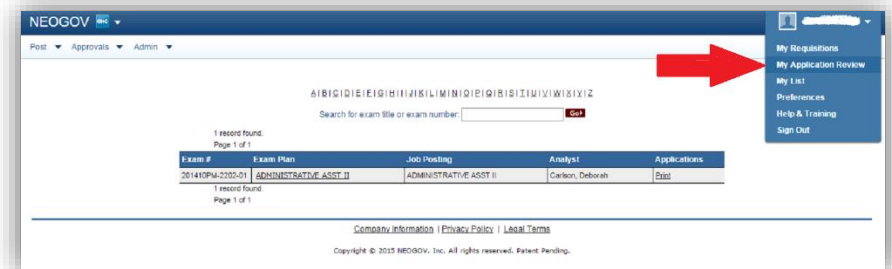
Questions?

2. Access full demonstrations and hands-on exercises at http://myslo.intra/HR/NEOGOV_Training.htm
3. For further questions, e-mail hr_neogov@co.slo.ca.us



Review & Score a Candidate

This is the screen that will show up when you sign in



1. Click on **My Application Review**
2. Select the correct job title link located underneath the exam plan
3. Select the name of the candidate whose application you would like to review
 - a. Note the **At Step** description for the type of review you are conducting
4. Review the application by scrolling
 - a. Make sure to check for attachments such as cover letters, or resumes under **Attachments**
5. Select **Show Candidate Disposition** in the upper right corner to display the scoring window
6. Refer to your departments individual scoring criteria to enter a score for each category.

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Rejecting a Candidate

1. If a candidate has failed, select a rejection reason from the drop down menu
 - a. If necessary, include a comment
2. To continue to the next candidate's application, select **Save & View Next App**

Passing a Candidate

1. If the candidate has passed, you do not need to enter a rejection reason
 - a. Enter a comment if desired
2. To continue to the next candidate's application, select **Save & View Next App**

Finishing Up

1. Once you have finished scoring all candidates, click **Save**
2. Click **Return to Candidate List** in the upper left corner
3. On this screen you can see each candidate, their score, and whether they have passed or failed
 - a. You can click on a candidate if you need to change a score.
4. Once you are finished scoring the candidates, select **SME Review Complete**, and a notification will be sent to indicate that you are done

This is the screen where you will enter your score for the candidate and a rejection reason, if applicable

The screenshot shows the NEOGOV application scoring interface. At the top, there's a navigation bar with 'NEOGOV' and a dropdown menu. Below it, there are tabs for 'Post', 'Approvals', and 'Admin'. The main content area is titled 'Return to Candidate List' and 'Hide Candidate Disposition'. It shows a table with columns for 'Applicant', 'Name', 'Person ID', 'Raw Score', 'General', 'Work Experience', 'Strong Communication Skills', and 'Technical Skill'. The table contains one row for 'Kane, Erica' with a 'Raw Score' of '20.0000'. Below the table, there are fields for 'Score Calculation' (set to 'Sum'), 'Reject Reason' (a dropdown menu), and 'Comments' (a text area). A 'Save' button is at the bottom. Below the main form, there's a section for '201410PM-2202-01 - ADMINISTRATIVE ASST II' with 'Contact Information' and 'Personal Information' tabs. The 'Contact Information' tab is active, showing details for Erica Kane, including her address, phone numbers, email, and driver's license information.

